



Directorate of Food and Supplies  
खाद्य एवं पूर्ति निदेशालय

To

1. The Chief Secretary to Government, Haryana.
2. All the Additional Chief Secretaries to Government Haryana.
3. All the Principal Secretaries to Government Haryana.
4. All the Heads of Departments (Except Judicial Department & Haryana Vidhan Sabha) in Haryana State.
5. The Divisional Commissioner, Ambala, Rohtak, Gurgaon and Hisar.
6. All the Deputy Commissioners in the State.

Memo No. 34/20/2013-5E(I)/20787  
Dated Chandigarh, the 30-9-2016

**Subject:- Filling up the vacant posts of Clerks Hqrs. & Sub Offices of Food and Supplies Department on transfer basis.**

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This is to inform you that some posts of Clerks are lying vacant in the Food and Supplies Department, Haryana. It has been decided to fill up these vacant posts on transfer basis from other Departments of Haryana Government. The details of Pay Scale, Requisite Qualifications and name & number of posts are as under:-

Sr. No.	Name of Posts	No. of posts	Pay Scale	Requisite Qualification	Category wise detail	
					Category	No. of posts
1.	Clerk (for HQ)	26	5200-20200+ 1900 G.P	(i) Matric Ist Division/Higher Secondary 2 <sup>nd</sup> Division/ Intermediate 2 <sup>nd</sup> Division/Graduate or its equivalent. (for Ex-servicement - Matric only) (ii) Knowledge of Hindi upto Matric standard. (iii) Shall have to qualify the departmental type test in Hindi/English with a speed of 25/30 w.p.m. respectively, <b>if already not passed.</b> He will be allowed Annual Increment only after qualifying the above type test.	GEN	05
					PHC/Ortho (GEN)	01
					GEN(ESM)	01
					EBP(GEN)	03
					BCA	02
					BCA(OSP)	01
					BCA(ESM)	01
					BCB	03
					BCB(ESM)	02
					SC	05
					SC(ESM)	01
					SC(OSP)	01
					Total	26
2.	Clerk (for Sub-Offices)	86	5200-20200+ 1900 G.P	(i) Matric or its equivalent. (ii) Knowledge of Hindi upto Matric standard. (iii) Shall have to qualify the departmental type test in Hindi/English with a speed of 25/30 w.p.m. respectively, <b>if already not passed.</b> He will be allowed Annual	GEN	16
					PHC/Ortho (GEN)	02
					GEN (OSP)	01
					GEN (ESM)	02
					EBP(GEN)	10
					PHC/EBP(HI)	02
					PHC(Low Vision)	01



Government of Haryana/हरियाणा सरकार  
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				Increment only after qualifying the above type test.	BCA	17
					BCA(OSP)	01
					BCA(ESM)	02
					BCB	16
					BCB (ESM)	03
					SC	11
					SC (ESM)	02
					Total	86

The seniority of the employees so selected will be fixed at the bottom of the cadre and as per length of their continuous regular service in the parent department and as per the Departmental Service Rules/Govt. instructions. They will not be given the benefit of their past service towards seniority, however, they will be given the benefit of pay protection.

**Employees having knowledge of computer will be given preference.**

You are requested to sponsor/recommend the names of the willing officials having 70% good service record and above. Application of the willing clerks and certified summary of ACRs of the recommended employees alongwith the detailed information in the following proforma may be sent **latest by 31.10.2016** to the Director, Food and Supplies, Haryana, 30 Bays Building, 2<sup>nd</sup> Floor, Sector-17, Chandigarh.


**Proforma**

Sr. No.	Name & Father's name of the official	Date of recommendation /appointment	Category	Applied for the cadre (HQ or Sub offices)	Education qualification and certification of passing the type test.

Before sponsoring/recommending the names of employees, it should be ensured that no disciplinary proceedings under rule 7 or 8 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987 are pending against them.

The Annual confidential Report/Summary of service rendered by the official may also be supplied along with above information.

It has been further clarified that all recommendations may be sent to this office duly recommended by HODs. No direct applications will be considered for appointment and the same will be rejected straight way.

  
**District Food & Supplies Controller(Admn.)**  
for Director Food & Supplies, Deptt., Haryana  
